

FTNGD-OS VACANCY ANNOUNCEMENT

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| MISSOURI NATIONAL GUARD HOMELAND RESPONSE FORCE (HRF) 301 West Fremont Road Lebanon, MO 65536 | ANNOUNCEMENT: HRF 25-007 OPENING DATE: 08APR25 CLOSING DATE: 23MAY25 |
| TELEPHONE NUMBERS: Commercial 417-588-2058 X 13528 | <input checked="" type="checkbox"/> Permanent Change of Station (PCS) is not authorized for this position. <input type="checkbox"/> Permanent Change of Station (PCS) may be authorized if in the best interest of the government. |
| POSITION TITLE, MOS AND GRADE: Homeland Response Force, Task Force C2, Logistical Support Specialist Enlisted, MOS Immaterial E1-E5 | LOCATION: 801 Armory Drive Jefferson City MO, 65109 |
| Memorandum of Agreement signed by the chain of command for expectation of manning requirement during a CBRN mobilization. <u>SECRET Security Clearance Required</u> | FOR MORE INFORMATION: wyatt.c.doherty.mil@army.mil (417) 588-2058 x13528 gregory.a.estep3.mil@army.mil (573) 659-1600 ex. 31627 |
| WHO MAY APPLY: <div style="text-align: center;">APPLICATIONS WILL BE ACCEPTED ONLY FROM:</div> <ul style="list-style-type: none"> All Sources (M-Day, Technician and AGR) who are E1-E5. | |
| <u>CURRENT MILITARY GRADE REQUIREMENTS:</u> Qualified Missouri National Guard members in the rank of Private through Sergeant may apply. <u>Max grade allowed is SGT (E-5) through duration of tour.</u> | |
| <u>DUTIES AND RESPONSIBILITIES:</u> Serves as Logistics Specialist for the Homeland Response Force (HRF) task Force (TF). Assists with cyclic inventories, equipment PMCS, services, life cycle rotation and calibrations. Assists in the research, review, and reconstruction of supply transactions to isolate errors and provide guidance to correct deficiencies. Examines document registers, document files, suspense files, and account records to verify postings and consistency with the state level equipment status report balances. Maintains suspense file of visits, pending actions, and any other data pertaining to property accountability and reconciliation efforts Prepares or reviews convoy requests and transportation requests for movement of equipment and personnel. Prepares reports, schedules repair or maintenance, and requests replacement of GSA vehicles. Reviews and forwards logistics documents and correspondence. May be required to receive and issue billets, equipment, and supplies for training. Familiarity with systems such as GCSS-Army, GFEBs, AFMIS, and EFLIIPIL are desired in this position. Computer skills and the ability to manage documents in Word, Excel, and PowerPoint are necessary. Limited travel will be expected while serving in this role. Assists in other duties within the S4 logistics section as necessary. | |
| <u>DESIRABLE QUALIFICATIONS:</u> <ol style="list-style-type: none"> 1. Excellent communications skills 2. Prior experience in the logistical field 3. Experience managing human resources functions for a multi-functional organization 4. Basic knowledge of CBRN 5. Function at a high-level in a team setting 6. Deployment Experience | |
| <input checked="" type="checkbox"/> MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED <input checked="" type="checkbox"/> | |

TOUR CONTINUATION: Anticipated duration is April 2025 through September 2025. Applicants are advised that consideration for continuation of their tour beyond the initial period is dependent upon availability of funds, satisfactory performance, and continued compliance with weight standards of AR 600-9 and 350-1. Approval of initial tour as well as request for tour renewal is at the discretion of the command and subject to availability of funds.

SUPPLEMENTAL INFORMATION: NO UNFAVORABLE PERSONNEL ACTION PENDING (FLAGGED). IAW AR 600-8-2 and AR 135-18. NO TEMPORARYRY PROFILES IAW ARNG-HRH PPOM #20-003.

INSTRUCTIONS FOR APPLYING

INDIVIDUALS MUST SUBMIT THE FOLLOWING REQUIRED DOCUMENTS:

- 1. DA FORM 1058 (NOTE: Supersedes previous version 1058-R) -** Soldier MUST sign block 20. Commander must sign block 32b and Records Custodian must sign block 33a-c.
- 2. TOUR ANNOUNCEMENT-** ADOS tour announcement for which the application is for.
- 3. Copy of DTMS printout of the Service Member's ACFT, Height / Weight / Body Composition data.** Service Member must have passed an ACFT within 12 months of announcement closing date.
- 4. Copy of ERB/ORB/SRB** dated within one year of announcement closing date.
- 5. Copy of MEDPROS-** Individual Medical Readiness Record displaying evidence of: Periodic Health Assessment completed with-in 12 months and HIV with-in last 2 years. (HIV Draw can be done after interview and selection). Medical documentation other than MEDPROS will not be accepted and will cause the application to be immediately destroyed.
- 6. Copy of your DA Form 3349 (Physical Profile)** and MOS Medical Retention Board (MMRB) results (if applicable).
- 7. Copies of the last (3) NCOERs or OERs.** If 3 are not available a statement your first line supervisor attesting to your character of service is required.
- 8. NGB Form 23 (Retirement Point Summary)** and/or a Statement of Service within 12 months.
- 9. Security Clearance MFR** (JPAS is not accepted).
- 10. Memorandum to the hiring board.** Memorandum will include current mailing and telephonic contact information at a minimum. It may include specific qualifications that would be beneficial to this position that the applicant would like to highlight. This memorandum must be dated and signed.

If you are unable to provide any of the documents above, a memorandum must be submitted explaining why that document is not available.

EQUAL OPPORTUNITY: The Missouri National Guard is an Equal Opportunity Employer. Personnel on Title 32 Tours will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender, or national origin, political affiliation, or any other non-merit factor.

CAUTION: If your application packet does not provide all the information requested on the forms and documents listed above, you will lose consideration for the ADOS position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their applications.

You may only include one job announcement per application packet. If applying for multiple positions send a separate packet for each announcement.

Scan/Email completed packets in ONE pdf file to: SSG Wyatt Doherty at wyatt.c.doherty.mil@army.mil.

MAILING APPLICATIONS: Submit your application to: Submit your application to Attn: SSG Doherty, 301 West Fremont Road, Lebanon, MO 65536.

THIS ANNOUNCEMENT WILL BE CALLED TO THE ATTENTION OF ALL ASSIGNED PERSONNEL AND POSTED IN A TIMELY MANNER ON ALL BULLETIN BOARDS.